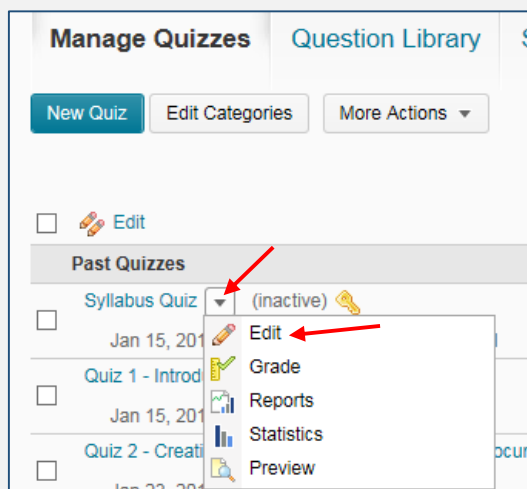


Creating Grade Items directly in Quizzes, Dropbox, and Discussions Tools

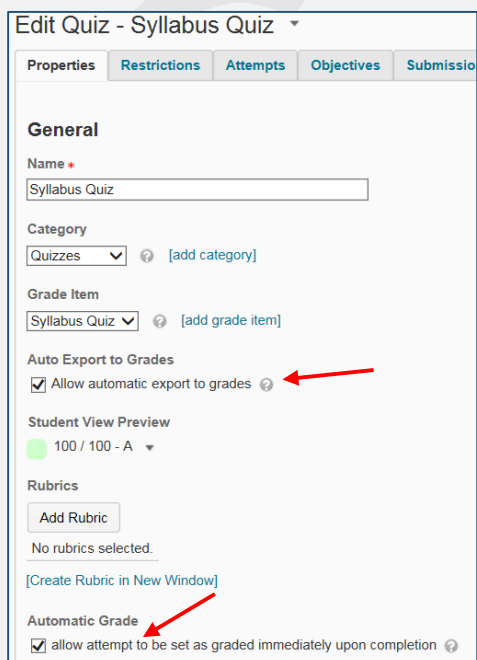
You can create a grade item to associate a course event (assignment, quiz, discussion topic) with a grade book directly from a specific tool. Therefore, once your student complete a quiz, or you grade an assignment or discussion, grades will automatically go to the grade book.

Quizzes:

- Enter the **Quizzes** tool, create a quiz or, if it's already created, click a small black arrow next to its title and click Edit in the drop-down menu:



- In the **Grade Item** area, create (or select if it's already created) an appropriate grade item by clicking the *[add grade item]* link, give it a name, put it into a category, if any, or create a category, assign maximum points, weight, if you use the Weighted grade system, set up Restriction, etc. Click Save.
- Make sure that the “**Allow automatic export to grades**” check box is checked (Auto Export to Grades area):

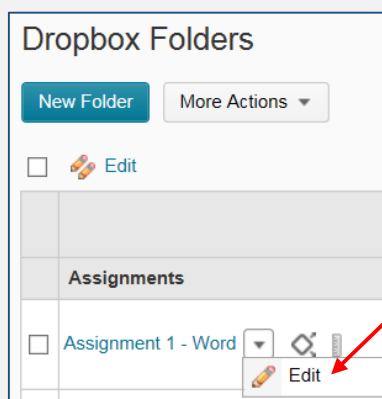


- Make sure that the “**allow attempt to be set as graded immediately upon completion**” check box is checked in the Automatic Grade area.
- Click Save

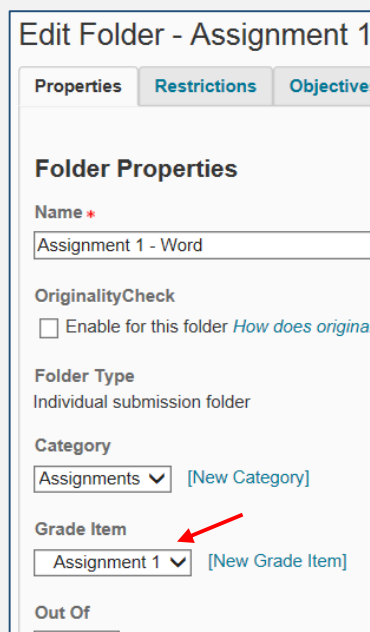
Now, you can be sure that once students complete a quiz (or you grade a quiz), the grade will be automatically sent to the grade book.

Assignments (Dropbox):

- Go to **Dropbox**, click a small black arrow next to an assignment title and click Edit:



- In the **Grade Item** area, create (or select if it's already created) an appropriate grade item by clicking the [New Grade Item] link, give it a name, put it into a category, if any, or create a category, assign maximum points, weight, if you use the Weighted grade system, set up Restriction, etc.:



- Make other changes to the assignment and click Save.

Now, once you grade the assignment, the grade will be automatically transferred to the grade book.

Discussions:

- Click the **Communication** link group and click **Discussions**
- Create a discussions topic or, it's already created, click a small black arrow next to a topic title. Select **Edit Topic**:

The screenshot shows the 'Discussions List' interface. At the top, there are buttons for 'New' and 'More Actions'. Below that, there are filter options: 'Filter by: Unread Unapproved'. A 'Default Forum' dropdown is visible. A topic is listed under 'Week 1' with a small black arrow next to its title. A dropdown menu is open for this topic, showing the following options: 'Edit Topic' (highlighted with a red arrow), 'View Topic Statistics', 'Assess Topic', and 'Delete'.

- Once you give a topic name and save it, click the **Assessment** tab:

The screenshot shows the 'Edit Topic - Week 1' page. At the top, there is a button for 'Assess Topic'. Below that, there are four tabs: 'Properties', 'Restrictions', 'Assessment' (highlighted with a red box), and 'Objectives'. The 'Assessment' section contains the following fields: 'Grade Item' (dropdown menu set to 'Week1', highlighted with a red arrow), 'Score Out Of' (input field set to '10'), 'Rubrics' (with an 'Add Rubric' button and 'No rubrics selected.' text), and 'Posts' (with a checked 'Allow assessment of individual posts' checkbox, a 'Calculation' dropdown set to 'Maximum post score', and an unchecked 'Include unassessed posts in the calculated topic score as zero' checkbox). At the bottom, there are four buttons: 'Save and Close', 'Save and New', 'Save', and 'Cancel'.

- In the **Grade Item** area, create (or select if it's already created) an appropriate grade item by clicking the [New Grade Item] link, give it a name, put it into a category, if any, or create a category, assign maximum points, etc.
- Set up a score, and, in the Posts area if you would like, select an "Allow assessment of individual posts" check box, choose calculation method in the Calculation field
- Note the "Include unassessed posts in the calculated topic score as zero" check box
- Click Save.